

Procedure

Safe Arrival of Children

Purpose

This procedure details how we will meet our commitment to ensuring the safety and wellbeing of children who travel between Loxton Preschool Centre and other education or early childhood services.

Background

This procedure addresses the requirements in regulation 168 of the Education and Care Services National Regulations (National Regulations) for education and care services to have policies and procedures in place for the safe arrival of children who travel between an education and care service and any other education or early childhood services.

Children's safety and wellbeing is of primary importance, and appropriate measures must be in place to protect children from harm or hazard, including during the time children are travelling between Loxton Preschool Centre and other services that provide education or care to children. This transition period requires particular attention, given how busy it can be at certain times and the number of people coming and going.

A copy of this procedure will be kept in the Policies and Procedures folder in the Parent Corner and on the preschool website.

This procedure was informed by a risk assessment for the safe arrival of children (see attached).

Legislative requirements

In relation to the safe arrival of children, the National Regulations:

- require services to have policies and procedures for the safe arrival of children (regulation 168)
- require certain consultation for the preparation of safe arrival of children policies and procedures (regulation 102AAB)
- provide for risk assessment requirements, including when risk assessments must be conducted, what matters must be considered, and record keeping requirements (regulation 102AAC)
- require any necessary updates to be made to policies and procedures following risk assessments (regulation 102AAC).

Safe Arrival of Children Procedure v1.0 December 2023

An extract of regulations 102AA, 102AAB and 102AAC and a list of other relevant legislation is at Appendix A for reference.

Procedures

Conducting risk assessments

To meet requirements under the National Regulations and to ensure the safety of children travelling between services, we will:

- conduct risk assessments at least once every 12 months, and as soon as practicable after becoming aware of any circumstances that may affect the safe arrival of children travelling between services
- use the risk assessment template for the safe arrival of children, which addresses the matters required under regulation 102AAC(4)
- make any necessary updates to this procedure as soon as practicable after a risk assessment is completed
- keep a copy of all completed risk assessments
- undertake risk assessments in consultation with services which children travel between, where relevant
- ensure that services that children travel between have a common understanding of roles, responsibilities, and who holds the duty of care for children during the period of travel.

Working with other services

To engage effectively with the services that children travel between, we will:

- Complete a draft risk assessment and provide the draft to other services via email to seek input and agreement to details, including who holds duty of care during the travel period and supervision requirements.
- Ensure duty of care during the travel period is agreed between relevant services during the risk assessment process, which all services must sign off on.
- Provide a copy of the final risk assessment and procedures to relevant services as a record of roles, responsibilities and who holds duty of care.

Duty of care and supporting children during travel between services

In developing these procedures, draw on details in your completed risk assessment, which should address **who has duty of care** and **how children will be supervised** during travel.

Also consider:

- *How will you assess children's abilities to move safely and confidently to/from vehicles or on foot?*
- *How will children be supported during travel in light of their age and developmental stage?*
- *How will children be supported to feel safe during travel?*

The below table shows who has duty of care for children's travel between specific services:

Service children leave	Service children arrive at	Service that holds duty of care during travel
Loxton District Children's Centre	Loxton Preschool Centre	Loxton District Children's Centre
Loxton Preschool Centre	Loxton District Children's Centre	Loxton District Children's Centre

(Add more rows as required)

To support children during travel between services, we will ensure:

- The Loxton District Children's Centre adequately supervise the children as they walk - ratio of no more than 6 children to 1 adult, children walk in an orderly manner holding hands with a partner.
- The children remain behind the Loxton Children's Centre staff member.
- All children are accounted for and have signed permission to travel between services from their parent/caregiver.

Entering and exiting the premises

To ensure children are accounted for when they arrive at Loxton Preschool Centre from another education or early childhood service:

- **When coming from the Loxton District Children's Centre**

The LDCC staff member signs each child in and records the time on the Loxton Preschool Centre Daily Attendance Sheet. They help the children complete their morning routine jobs and alert the Loxton Preschool Centre staff of the arrival of each particular child. At this point they hand the duty of care from the LDCC to the Loxton Preschool Centre.

- **When arriving at preschool via a school bus service**

The school bus service arrives at the preschool front gate, Anzac Crescent. A Loxton Preschool Centre staff member goes out to meet the children and walks with them into the Centre. The staff member signs each child in and records the time on the Daily Attendance Sheet.

To ensure children are accounted for when they leave Loxton Preschool Centre to travel to another education or early childhood service:

- Parents of children going **to the Loxton District Children's Centre** after preschool notify the preschool by writing and signing details in Collection of Children book or phoning or emailing the preschool in the case of an irregular occurrence that arises throughout the day) These details are transposed to the Daily Attendance Sheet. Staff from the LDCC arrive to collect children. They bring a list of children they require. This is cross checked with the preschool record for the day. The LDCC staff member signs the child out from the preschool and records the time on the Daily Attendance Sheet. The Loxton Preschool Centre staff gives the child to the LDCC staff member transferring responsibility for the child's care from the preschool to LDCC.
- In order for a preschool child to access **travel on the school bus run**, the correct DfE and local procedures need to be followed including the Safe Transportation of Children policy, Safe Transportation of Children Procedure and Authorisation for Transportation in Early Childhood Services .

An authorisation for transportation in early childhood services and risk assessment - transporting children must be completed by the preschool director. A bus permission form is completed by the parent and submitted with the authorisation and risk assessment to the school who manages that particular bus run. When approval is received the preschool keeps a record of each child accessing the school bus service and route. Parents are required to record the days their child will utilize the service in the Collection of Children Record book. This information is transposed to the Daily Attendance Sheet. Children have a bus tag on their preschool bags. The parent places a green tag on if their child will be traveling home via bus and a red tag if they are not. The Preschool staff member who collects the child from the bus signs the child in on the Daily Attendance Sheet and helps them with their morning routine jobs. The staff member placing the child on the bus in the afternoon signs the child out on the Daily Attendance Sheet.

Responding to incidents during travel

Should any incidents occur relating to the safety of children during travel (eg where the service becomes aware a child is not able to be accounted for) we will undertake the following procedures to ensure children are safe:

- **Children traveling to and from the Loxton District Children's Centre**

Safe Arrival of Children Procedure v1.0 December 2023

This would be the responsibility of LDCC. They would ring the preschool to see if they could account for the child. In the event of a child being missing the ESB would be notified via an IRMS report submitted by the preschool. LDCC would use their own way of reporting the incident.

- **Children traveling to and from the preschool to home**

The bus driver would contact the preschool. The preschool would liase with the family and emergency services. In the event of a child being missing the ESB would be notified via an IRMS report submitted by the preschool.

Communicating with families

- Families notify the preschool if their child will not be attending preschool on a particular day via phone, email, conversation in person or note.
- Parents meet with the Preschool Director prior to travel between services to provide relevant information about their child's safe travel including details about the child's individual needs and developmental stage where relevant. The Director records this information and ensures all staff are aware. The Director places appropriate support systems in place.
- Families are informed about the procedures in place to enable safe travel between services and about who holds duty of care prior to the commencement of the travel service via written communication.

Induction and training of educators

To ensure educators and other staff (including casual and relief staff) understand and implement safe arrival policies and procedures:

- the site leader will ensure that training and induction for educators and staff covers the service's safe arrival policies and procedures and will use relevant tools for ensuring compliance (ie checklists)
- the site leader will ensure educators and other staff undertake a review of safe arrival policies and procedures at least every 12 months.

Roles and responsibilities

Clearly state roles and responsibilities for the safe arrival of children. Refer to you completed risk assessment, which should have details about **roles and responsibilities**.

Roles	Responsibilities
School principal	Identifies, in consultation with the preschool director, roles and responsibilities for the school and for the preschool, regarding

Safe Arrival of Children Procedure v1.0 December 2023

	<p>children travelling between the preschool and their home..</p> <p>Ensures school staff communicate any changes to the travel routine to the preschool.</p>
Preschool director	<p>Identifies, in consultation with the Loxton Children's Centre, roles and responsibilities for the children's Centre and for the preschool, regarding children travelling between the Children's Centre to the preschool. Delivery and collection and duty of care once they sign a child out from the preschool and before they sign a child in at the preschool lies with the Loxton Children's Centre.</p> <p>Ensures correct forms are completed, submitted to the school managing the required bus run, and approved prior to a child accessing the school bus service.</p> <p>Ensures all requirements outlined in DfE transport policy and procedures are met as applicable.</p> <p>Ensures risk assessments are completed.</p>
Childcare Centre Educators	<p>Responsible for transportation of children traveling from Loxton Children's Centre to preschool, and children exiting the childcare premises in accordance with attendance procedures.</p> <p>Have duty of care for children traveling from the Loxton Children's Centre to preschool and return when child is booked in for care.</p> <p>Ensures supervision requirements are met during delivery of children to, and collection from, the preschool service</p>
Preschool Educators	<p>Responsible for receiving children travelling from Loxton Children's Centre to preschool in accordance with attendance procedures</p> <p>Responsible for receiving children travelling from their home via school bus service to preschool in accordance with attendance procedures</p>
Parent or authorised nominee named in child's enrolment record	<p>Is aware of the service's safe arrival of children policies and procedures, including who holds duty of care for children during periods of travel.</p> <p>Provides written authorisation for their child to be transported by the service and on transportation arranged by the service.</p> <p>Provides written authorisation for their child to be transported by a DfE bus and completes all required forms and agrees to the conditions.</p> <p>Communicates any changes to circumstances that may impact the service's practices related to the travel of their child between services, including if their child will not attending the service.</p>

Educators	<p>Are aware of and follow the service's safe arrival of children policies and procedures, including who holds duty of care for children during periods of travel.</p> <p>Ensure the attendance record is completed when children arrive and leave.</p> <p>Ensure that parents provide written authorisation for their child to be transported by the service and on transportation arranged by the service.</p>
-----------	--

APPENDIX A

Extract of regulations 102AA, 102AAB and 102AAC of the National Regulations

[Education and Care Services National Regulations \(2011 SI 653\)](#), **Division 6A—Safe arrival of children**

102AA Definition

In this Division—

education or early childhood service means—

- (a) a school; or
- (b) an education and care service; or
- (c) a children's service; or
- (d) any other service which provides education or care to children.

102AAB Safe arrival of children policies and procedures

- (1) The safe arrival of children policies and procedures required under regulation 168(2)(gb) must set out the procedures to be followed by an education and care service to ensure the safe arrival of children who travel between an education and care service and any other education or early childhood service.
- (2) In preparing the safe arrival of children policies and procedures, the approved provider of an education and care service must consult with—
 - (a) staff of the service; and
 - (b) parents of children being educated and cared for by the service; and
 - (c) children being educated and cared for by the service (if applicable).

102AAC Risk assessment for the purposes of safe arrival of children policies and procedures

- (1) For the purposes of preparing the safe arrival of children policies and procedures under regulation 102AAB(1), the approved provider of an education and care service must ensure that a risk assessment is conducted in accordance with this regulation.
Penalty: \$2200.

Note A compliance direction may be issued for failure to comply with subregulation (1).

- (2) The approved provider must conduct a risk assessment—
 - (a) at least once every 12 months; and
 - (b) as soon as practicable after becoming aware of any circumstance that may affect the safe arrival of children travelling between an education and care service and any other education or early childhood service.
- (3) A risk assessment must—
 - (a) identify and assess any risks that a child's travel between an education and care service and any other education or early childhood service may pose to the safety, health or wellbeing of the child; and
 - (b) specify how the identified risks will be managed and minimised.

Safe Arrival of Children Procedure v1.0 December 2023

- (4) Without limiting subregulation (3), a risk assessment must consider the following, in respect of a child who travels between an education and care service and any other education or early childhood service—
- (a) the age, developmental stage and individual needs of the child;
 - (b) the role and responsibilities of the following persons (if applicable)—
 - (i) in the case of a child who leaves the service premises to travel to an education and care service premises of another education and care service, the nominated supervisor of each service;
 - (ii) the child's parent;
 - (iii) an authorised nominee named in the child's enrolment record;
 - (iv) a person authorised by—
 - (A) the child's parent; or
 - (B) an authorised nominee named in the child's enrolment record;
 - (c) the role and responsibilities of the service the care of which the child is entering or leaving;
 - (d) the communication arrangements between the service the child is leaving and the service the child is entering including any communication arrangements if the child is missing or cannot be accounted for during the child's travel;
 - (e) the procedure to be followed by the service if the service has identified that the child is missing or cannot be accounted for during the child's travel;
 - (f) given the risks posed by the child's travel, the number of educators or other responsible adults that are appropriate to provide supervision;
 - (g) the proposed route and destination, including any proximity to harm and hazards;
 - (h) the process for entering and exiting—
 - (i) the service premises; and
 - (ii) the pick-up location or destination (as required);
 - (i) the procedure to be followed by the service to ensure the child leaves the service premises in accordance with regulation 99(4)(b).
- (5) If, after conducting a risk assessment, a risk relating to a child's travel is identified, the approved provider must make any necessary updates to the safe arrival of children policies and procedures as soon as practicable.
- (6) The approved provider must keep a record of each risk assessment conducted under this regulation

Other legislative requirements

Other legislative requirements under the National Law and the National Regulations that are relevant to the safe arrival of children include:

- Section 165 – offence to inadequately supervise children
- section 167 – Offence relating to protection of children from harm and hazards
- section 175 – Offence relating to requirement to keep enrolment and other documents
- Regulation 99 – Children leaving the education and care services premises

Safe Arrival of Children Procedure v1.0 December 2023

- Regulation 102C – Conduct of risk assessment for transporting children by the education and care service
- Regulation 102D – Authorisation for service to transport children
- Regulation 112 – Educators must be working directly with children to be included in ratios
- Regulation 123 – Educator to child ratios
- Regulation 161 – Authorisations to be kept in enrolment records
- Regulation 168 – Education and care services must have policies and procedures
- Regulation 170 – Policies and procedures to be followed
- Regulation 171 – Policies and procedures to be kept available
- Regulation 172 – Notification of change to policies and procedures